



State of Montana Job Vacancy

Department of Transportation

Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



November 24, 2008

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Auditor
Position No.: 54115008
Division: Internal Audit
Location: Helena
Job Code: 132135
Type of Position: Full Time
Work Comp Code: 8811
Bargaining Unit / Code: MPEA / 0000-8
Band: Band 5
Annual Salary Range: \$32,311 - \$40,389
Supplement Required: Yes ☐ No ☒
Closing Date: December 8, 2008

Internal Audit Overview

The Montana Department of Transportation's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment. The purpose of the Internal Audit Unit is to provide and maintain an effective and professional internal and external audit function for MDT. The Internal Audit Unit administers a comprehensive program of audits and investigations to insure conformity with laws, regulations and departmental policies agency wide.

Description of Duties

If you've earned a degree in Accounting, Finance or Business and are ready to embark on an Auditing career, MDT has the opportunity and clearly defined career path mapped out in advance for you. You'll have a clear road-map for your career while ensuring agency compliance with laws, regulations, and policies in support of fulfilling MDT's mission.

The entry level Auditor conducts routine compliance audits and progressively performs more complex audits under the guidance of Senior Auditors, Audit Supervisors and the Internal Audit Manager for career advancement as outlined in the career ladder. The Entry Auditor applies analytical skills and develops solutions based on the financial and program operations of the auditee. Work involves conducting tax, performance, financial and compliance audit projects; providing recommendations and consulting services to the Department's management and staff; and providing input into the development of the annual audit plan. Analysis of the audited activity should be logical, reasonable, and objective, all auditors' documentation must be legible, well written, organized, and complete.

Job Requirements

This position requires knowledge of and skill in applying internal auditing and accounting principles and practices, as well as knowledge of the principles and practices of business and management. Skills required include analyzing and interpreting complex business structures, interrelated accounting systems

and methodologies, and financial reports. Effective verbal and written communication to a variety of audiences with differing technical understanding of accounting is necessary. Must be able to take independent action and responsibility for solving problems and make decisions designed to achieve desired outcomes.

In addition, this position requires a high degree of ethics, including demonstrating a high standard of honesty, integrity, trust, and openness. This means knowing, understanding and following through with the correct standards of conduct and moral judgement; being willing to act outside the norm when needed to adhere to ethical principles; and respecting others, regardless of individual capabilities, agendas, opinions, or needs.

Finally, this position requires 30% Travel statewide annually.

Education and Experience

A Bachelors degree in Accounting, Finance, or Business Administration with an emphasis in Accounting or Finance is required. No previous work experience is necessary.

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Application Materials and Deadline: Complete application materials must be postmarked or sent

electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Nonbargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.